



**Township of East Garafraxa**  
**Electronic Council Meeting Minutes**  
**Tuesday, November 14, 2023**

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The Council of the Township of East Garafraxa held an Electronic/Virtual Meeting of Council by video conference at 2:00 p.m. on November 14, 2023.

Members Present: Mayor Guy Gardhouse  
Deputy Mayor John Stirk  
Councillor Lenora Banfield (arrived at 3:51 p.m.)  
Councillor Dave Halls  
Councillor Jeremy Zukowski

Staff/Consultants Present: Peter Avgoustis, CAO  
Jessica Kennedy, Clerk  
Alan Selby, Treasurer  
Dave Knight, Director of Public Works  
Shannon Peart, Administration/Clerk's Dept.  
Stan Floras, Township Solicitor, Thomson Rogers (For Item [15.1](#))  
Carley Dixon, Township Engineers, R.J. Burnside & Associates Ltd. (For Item [15.1](#))

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**1. Opening of Meeting**

Meeting called to order.

**2. Approval of Agenda**

**Resolution**  
**MOVED BY STIRK , SECONDED BY HALLS**  
**BE IT RESOLVED THAT**

The agenda be approved as circulated.

**CARRIED**

**3. Disclosure of Pecuniary Interest and General Nature Thereof**

Councillor Zukowski disclosed a pecuniary interest for Closed Meeting item 15.3 – 17th Line Pit Agreement (Greenwood) Status Update as he is an employee of the company and item 16.2 – Road Widening (Greenwood Consent Files B1-23 and B2-23) as he is related to the applicant. Written declaration to be submitted.

**4. Approval of Minutes**

**4.1 Council Meeting Minutes**

**Resolution**  
**MOVED BY HALLS, SECONDED BY STIRK**  
**BE IT RESOLVED THAT**

Council do hereby adopt the minutes of the Regular Council Meeting held on October 24, 2023, as circulated.

**CARRIED**

**4.2 Special Council Meeting Minutes**

**Resolution**  
**MOVED BY HALLS, SECONDED BY STIRK**  
**BE IT RESOLVED THAT**

Council do hereby adopt the minutes of the Special Council Meeting held on November 2, 2023, as circulated.

**CARRIED**

- 4.3        Business arising from Minutes – None.
5.        **Public Question Period**  
  
Nothing at this time.
6.        **Delegation(s) / Presentation(s) / Petition(s)**  
  
Nothing at this time.
7.        **Statutory Public Meeting(s)**  
  
Nothing at this time.
8.        **Unfinished Business**  
  
Nothing at this time.
9.        **Notice of Motion(s)**  
  
Nothing at this time.
10.       **Staff / Consultant Report(s)**

10.1        **2024 Regular Council Meeting Schedule and 2024 Budget Meeting Schedule**

10.1.1      Staff Report dated October 30, 2023  
  
Discussion ensued regarding Budget Meeting dates. No changes to the schedule at this time, schedule to be approved as presented.  
  
**Resolution**  
**MOVED BY HALLS, SECONDED BY STIRK**  
**BE IT RESOLVED THAT**  
Council approve the 2024 Regular Council Meeting Schedule and the 2024 Budget Meeting Schedule as presented;  
  
And further that a review of the Regular Council Meeting Schedule be completed within six months of 2024, or when appropriate.  
  
**CARRIED**

10.2        **Planning Services**

10.2.1      CAO Verbal Report  
  
Peter Avgoustis, CAO provided an update on planning services. Request for Proposal (RFP) for Development planning services closing November 15, 2023, no proposals submitted at this time. Additional options to be considered if no submissions received. Township staff are processing applications in the interim.  
  
Policy planning services will be 100% tax base supported. Request for Proposal (PRF) process for Policy planning services to commence following the Development planning services Request for Proposal (RFP) process.  
  
Discussion ensued regarding alternative options including a full-time administrative position to review and coordinate planning files.  
  
Discussion ensued regarding County planning services. Review of County services to be initiated pursuant to County Council motion.
11.       **County of Dufferin Business**

11.1        **County Council Meeting(s)**

11.1.1      [November 9, 2023 County Council Meeting Agenda](#)

11.2 **Economic Development Workshop**

11.2.1 [November 8 and 9, 2023 Meeting Agenda](#)

11.3 **Building Department**

11.3.1 Building Permit Listing to MPAC - October 2023

11.4 **Transportation Master Plan**

11.4.1 Notice of Study Completion dated November 3, 2023

Discussion ensued regarding proposed upgrades, bypass around urban areas and focus on complete streets which include driving, cycling, and walking.

**12. Local Boards and Committees**

12.1 **Grand Valley & District Fire Board**

12.1.1 October 2, 2023 Meeting Minutes

12.2 **Grand River Conservation Authority (GRCA)**

12.2.1 2024 Draft Budget for Consultation

12.2.1.1 Budget 2024 – Draft #1 Report

12.2.1.2 Budget 2024 – Draft #1 – Municipal Apportionment Report

12.2.2 Summary of the General Membership Meeting – October 27, 2023

12.3 **Credit Valley Conservation (CVC)**

12.3.1 2024 Schedule of CVC Board of Directors Meetings

**13. General Business and Correspondence**

13.1 **Rural Ontario Municipal Association (ROMA)**

13.1.1 [2024 Conference January 21, 2024 to January 23, 2023](#)

13.1.2 Request for Delegations – Deadline Monday, November 20, 2023

13.2 **Township of Melancthon**

13.2.1 Bill 21, Fixing Long-Term Care Amendment Act (Till Death Do Us Part), 2022

**14. New Business**

14.1 **Grand Valley and District Santa Claus Parade Committee**

14.1.1 Invitation to Participate at the 83<sup>rd</sup> Annual Santa Claus Parade

14.1.1.1 Parade Flyer

14.1.1.2 Parade Float Registration Form

Discussion ensued regarding participation in the parade. Mayor Gardhouse to follow up with local residents who previously participated on behalf of the Township.

Alan Selby, Treasurer and Shannon Peart, Administrative Assistant/Clerk's Department left the meeting prior to the Closed Session and did not return to the open meeting following Closed.

Dave Knight, Director of Public Works was in attendance during the Closed Session but did not return to the open meeting following Closed.

**15. Closed Meeting – 3:11 p.m. to 5:17 p.m.**

**Resolution**

**MOVED BY HALLS, SECONDED BY STIRK**

**BE IT RESOLVED THAT:**

Council do hereby move to into Closed Meeting pursuant to Section 239 of the Municipal Act, 2001, as amended for the following reason(s):

15.1 **Ontario Land Tribunal (OLT) Appeal – Marsville Estates Inc. (MEI)**

Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

**15.2 CAO Report Employee Pension and Payroll Restructuring**

Personal matters about an identifiable individual, including municipal or local board employees; and Labour relations or employee negotiations.

**15.3 17th Line Pit Agreement (Greenwood) Status Update**

A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

**15.4 Closed Meeting Minutes for October 24, 2023 and November 2, 2023**

**CARRIED**

**Resolution**

**MOVED BY BANFIELD, SECONDED BY STIRK**

**BE IT RESOLVED THAT**

Council do hereby resume regular business in open session;

And that Council has received the Township's Solicitors confidential litigation report dated November 9, 2023 and concurs with all recommended actions by endorsement of the November 14, 2023 alternative draft plan as modified by Council conditional upon:

1. MEI submitting addendum reports and documentation with the Township, prior to or as a condition of the draft approval of the alternative draft plan, to the satisfaction of the Township CAO. MEI accepting and supporting approval of the Township zoning by-law applicable to Block 63 and Block 64;
2. Acceptance by MEI of the Township's conditions of draft plan approval, attached to the report as Schedule C, which conditions may be modified by the Township CAO, to protect the interests of the Township, and
3. MEI reimburse the Township Treasurer on or before November 30, 2023, for all outstanding fees and charges incurred by the Township arising from its review of the MEI development applications, pursuant to Tariff of Fee By-law 17-2015, as amended, failing which the Township shall include such fees and charges on the tax roll, pursuant to section 7 of By-law 17-2015, as amended;

And that Council receive the CAO Confidential Closed Meeting Report for information;

And further that Council direct Staff to prepare the necessary legal documents and bring forward the required By-Law to join OMERS;

And that Staff instructed in accordance with Closed Meeting discussions.

**CARRIED**

**16. By-Law(s)**

Section 16. By-Laws was dealt with prior to going into Closed Session.

**16.1 Road Widening (Bogensic/Wheeler Consent File B6-21)**

**Resolution**

**MOVED BY STIRK , SECONDED BY ZUKOWSKI**

**BE IT RESOLVED THAT**

Leave be given to introduce a By-Law, being a By-law to establish and lay out as part of the highway on which it abuts, Part Lot 1, Concession 12, being Parts 1 and 2 on RP 7R-6774; in the Township of East Garafraxa, County of Dufferin, and that it be given the necessary readings and be passed and numbered 43-2023.

**CARRIED**

Councillor Zukowski left the meeting at 2:38 p.m. due to his declared pecuniary interest with respect to item 16.2.

16.2      **Road Widening (Greenwood Consent Files B1-23 and B2-23)**

**Resolution**  
**MOVED BY HALLS, SECONDED BY STIRK**  
**BE IT RESOLVED THAT**

Leave be given to introduce a By-Law, being a By-Law to establish and lay out as part of the highway on which it abuts, Part Lot 7 & 8, Concession 19, being Parts 2, 4 and 8 on RP 7R-6836; in the Township of East Garafraxa, County of Dufferin, and that it be given the necessary readings and be passed and numbered 44-2023.

**CARRIED**

A break was held from 2:39 pm. to 3:10 p.m.  
Councillor Zukowski returned to the meeting at 3:10 p.m.

17.      **Confirming By-Law**

**Resolution**  
**MOVED BY HALLS, SECONDED BY ZUKOWSKI**  
**BE IT RESOLVED THAT**

Leave be given to introduce a By-Law, being a By-Law to Confirm the Proceedings of the Council of the Corporation of the Township of East Garafraxa at its meeting held on November 14, 2023, and that it be given the necessary readings and be passed and numbered 45-2023.

**CARRIED**

18.      **Adjournment**

**Resolution**  
**MOVED BY HALLS, SECONDED BY BANFIELD**  
**BE IT RESOLVED THAT**

Council do now adjourn to meet again for the Regular Electronic Council Meeting on Tuesday, November 28, 2023, at 4:00 p.m., or at the call of the Chair.

**CARRIED**

<u>Jessica Kennedy (Original Signed)</u>	<u>Guy Gardhouse (Original Signed)</u>
Clerk	Head of Council